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Dear PAL Board of Directors, Advisers and Officers,

I am pleased to send you the materials for next week's Board Meeting on Wednesday, November 11th - Oct Minutes, November Agenda, October P&L Report, and Budget vs. Actuals.

Also, please take a few minutes to fill out 2 important surveys prior to the Board Meeting.

1. BOARD MEMBER SURVEY -

https://docs.google.com/a/hollywoodpal.org/forms/d/1UTU4VZb7VF1FI7P-yzw7sRTV7vC7OOHRSzb5LpBP7b4/viewform?usp=send_form

2. EXECUTIVE DIRECTOR PERFORMANCE EVALUATION -

https://docs.google.com/a/hollywoodpal.org/forms/d/1-rU16r0JOetoPSbck3oVtVpijqI0zjEwoB0DwdOQHos/viewform?usp=send_form

(Officers & Advisers, you are invited to fill this out as well.)

Last but not least, November 11th will be a very special board meeting. Our esteemed Vice President has invited us to his home for drinks and appetizers after the board meeting a.k.a. Board Member Appreciation Party! If we stay on schedule, the Board Meeting will run 5:30-6:30pm, then we can walk across the street to Roy's new place for some fun! Approximately 6:30pm-7:30pm. You won't want to miss! Plus, this is the last Board Meeting for the year.

Best,

Valerie

p.s. Please review the financials. Without cutting costs, we do anticipate a deficit for the year. which could easily be prevented with a few more soccer team sponsors! Therefore, please come to the Board Meeting with fundraising ideas, your annual donation if you have not made one yet, and/or soccer team sponsorship prospects!

Valerie Lord

Executive Director

Hollywood Police Activities League (Hollywood PAL)

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HOLLYWOOD POLICE ACTIVITIES LEAGUE
Actual and Projected Cash Flows 2014

4-Nov-15

4-NOV-15																		
Receipts	Budget	Actual												PROJECTED		Actual	Projected	Over/ Under Budget
		2015	January	February	March	April	May	June	July	August	September	October	November	December	2015			
Contributed Support																		
Individual Contributions (Pairs of Pail)	15,000		30	300	1,395	10	2,810	1,560	100	110	599	140				7,054	7,054	(7,946)
Corporate Contributions	40,000		250	1,250	1,000	4,000		2,000	500			1,000	4,000			10,000	14,000	(26,000)
Grant Income	31,500			7,000				250	7,000				26,645			40,895	40,895	9,395
Program Income																		
Marital Arts Receipts	10,000		1,151	1,080	1,583	736	1,392	1,152	1,010	888	1,322	935	800	800		11,249	12,849	2,849
HFC & SRLA Receipts	500		220	40			20	190	60							530	530	30
Soccer Receipts	10,000		45	3,190	11,450	670	485	285		13,940	2,035	635				32,735	32,735	22,735
Jr. Police Academy Receipts	500								200							200	200	(300)
Youth Leadership Council	500		357							213						570	570	70
Misc Program Receipts				135			5	120	403	251						914	914	914
Earned Income																		
Interest Income	15		1	1	1	1	1	1	1	1	1	0	1	1		8	10	(5)
Special Events																		0
PAL Awards Fundraiser	150,000				50				3,000	8,000	3,000	102,230	22,119	10,500		138,399	158,899	8,899
Celebrity Bowling	15,000				5,761	230		600				600				7,191	7,191	(7,809)
Poker Event	20,000				11,099	750		750								13,349	13,349	(6,651)
Misc Receipts	15,000											6	2,270	5,000		2,276	7,276	(7,724)
TOTAL REVENUE	308,015		2,054	24,095	21,990	6,402	6,058	8,558	17,274	19,002	132,838	27,099	20,301	10,801		265,370	296,472	(11,543)
Expenditures																		
Marital Arts																		
Total Marital Arts Expenses	65,000		4,880	4,668	5,029	5,608	4,220	5,602	6,566	4,935	4,559	1,747	5,000	5,000		47,814	57,814	(7,186)
Hollywood Fit Club																		
Total HFC/SRLA Expenses	2,000		0	160	40	0	200	120	60	0	0	0	0	0		580	580	(1,420)
Soccer																		
Total Soccer Expenses	65,500		7,206	9,319	535	7,638	2,899	8,630	5,958	2,094	1,136	17,687	4,000	4,000		63,103	71,103	5,603
Jr. Police																		
Total Jr. Police Expenses	500		0	0	0	0	0	0	241	63	0	0	0	0		304	304	(196)
PAL Scholarship Awards																		
	10,000		5,750	0	0	0	0	0	4,750	0	0	0	0	0		10,500	10,500	500
Other Program Expenses																		
	41,000		2,657	3,371	2,921	2,459	3,260	2,624	4,576	3,001	3,383	2,175	3,267	3,267		30,427	36,961	(4,039)
Fundraising																		
Total Fundraising Expenses	60,000		3,137	5,451	4,622	2,362	2,112	2,446	6,396	4,119	13,370	18,594	3,000	3,000		62,610	68,610	8,610
Administration																		
Total Admin Expenses	64,000		4,105	5,436	4,972	4,635	5,094	3,447	6,743	4,102	6,137	4,947	8,500	5,000		49,618	63,118	(882)
TOTAL EXPENSES	308,000		27,735	28,405	18,120	22,701	17,766	22,869	35,290	18,314	28,584	45,150	23,767	20,267		264,955	308,989	989
Net Monthly Cash Flow			(25,680)	(4,310)	3,870	(16,299)	(11,728)	(14,311)	(18,017)	687	104,254	(18,051)	(3,466)	(9,466)		415	(12,517)	
Beginning Cash			103,268															
Cash on Hand			77,588	73,278	77,148	60,849	48,121	34,810	16,793	17,481	121,734	103,683	100,217	90,751				



**Board of Directors Meeting
November 11th, 2015
5:30 p.m. – 6:30 p.m.**

1. Call to Order and Welcome (5:30 – 5:35)
2. Consent Agenda (5:35 – 5:40)
 - a) October 2015 Minutes
3. PAL Officers' Program Report (5:40-5:55)
4. Treasurer's Report (5:55-6:05)
5. Nominating Committee (6:05-6:15)
 - a) Results of Board Evaluation
6. Executive Director Report (6:15-6:25)
 - a) Results of ED Performance Evaluation
7. New Business (6:25-6:30)
8. Board Member Appreciation Reception!



Hollywood Police Activities League Board Meeting Minutes – October 14

Attendance: Condon, Folb, Fritch, Hariton, Tilton, Lord (staff), Arambula (PAL Officer), Lee (PAL Officer)

Absent: R. Davis, Bradley, Dadigan, Fraser, Lee, Lenzo, Loeb, Lyons, Thompson, Wilson, Zarcone (Adviser), Davis (Adviser), Martinez (PAL Officer)

Call to Order: President Jason Hariton called the meeting to order at approximately 5:40 p.m.

Consent Agenda: Hariton asked for a motion to approve the consent agenda. Fritch motioned to approve and Condon seconded.

Officers' Report: (see Officers' Report) Officer Miguel Arambula reported on the Soccer program. The Board inquired as to how many team sponsors were secured and then discussed ideas on how to promote the opportunity such as asking the Chamber to advertise. Arambula also reported on the photo shoot and upcoming financial literacy event with Banc of California. Folb suggested moving the Scholarship Fund Account to Banc of California and Tilton suggested finding out if they have an Employee Matching Gift program. Officer Taybren Lee reported on the Martial Arts program, recent belt test and his plans for teaching on Thursdays. He also talked about the 5-week photography program that he and Officer Martinez want to start as part of the "Hollywood Arts Club". Tilton offered her connections as well.

Hariton asked for a vote to approve the Officer's Report. Condon motioned to approve and Tilton seconded, all approved.

Executive Director's Report: (see ED Report) Lord discussed upcoming events and her recent efforts in External Relations, Internal Operations, and Board Development. She reminded the board that we would have end-of-year Board evaluations as well as her performance review.

Nominating Committee Report: Lord informed the Board that we had unknowingly been in breach of our by-laws by not having 3 people on the Nominating Committee. Previously, the committee was Reed Bowlby, Jason Hariton and Terri Tilton. Jason is not eligible to be on the committee as President and Reed stepped down from the board. Lord explained that in her experience, it is most common to have Past-Presidents serve on the Nominating Committee. The committee is extremely important and Past-Presidents often enjoy influencing and vetting future board members. Lord also suggested creating a "standing rule" that the Vice President always serves as Chair of the Nominating Committee. This would ensure that the Committee is always fully employed and governed. The board agreed with the benefits, and therefore asked that Thor Lee, Brian Folb and Kerry Morrison be elected to the Nominating Committee under the direction of Chairperson Roy Condon. The board then decided that a vote of the full board was needed to appoint the committee and agree to the standing rule.

Hariton asked for a vote to approve the report. Fritch motioned to approve and Condon seconded, all approved. Electronic vote to be taken to approve motion 1) appoint Condon, Folb, Lee and Morrison, and motion 2) create standing rule that Vice President is chair and past-presidents are members.

Treasurer's Report: (see budget vs. actuals) On behalf of Treasurer, Brian Lenzo, Lord gave the budget report. According to Lord's projections there will be a \$15,000 deficit and therefore the Board needs to think of fundraising ideas for the next 2 months. The board discussed an end-of-year ask, and how to get donations from PAL Awards guests that did not give at the event.

Hariton asked for a motion to approve the Treasurer's Report. Fritch motioned to approve and Folb seconded.

PAL Awards Report: Committee Co-chair Matt Fritch started the evaluation of the PAL Awards. Comments included:

Venue: Avalon was fantastic. Music, visuals, ambiance were all incredible. Having another event upstairs did impact parking and was confusing. Family style dining was difficult, perhaps smaller tables would have worked better. The open entry space was not utilized. Food and staff were great.

Band, Host & Auctioneer: Band stole the show. Host was ok given the last minute ask, auctioneer was fantastic and worth the \$500 fee.

Check-in & Check-out: Check-in was a disaster and the staff was not friendly and apologetic to smooth it over. VIPs were not treated as VIPs. Once there was a line, they should have made 2 separate desks – 1 for table numbers, 1 for auction registration (inside so people could have a drink while they waited).

BidPAL: Why didn't people receive email or text with instructions about how to register for auction prior to event? The descriptions were not thorough. Many complained that they could not figure out how to register. Those who used it, loved it. Why were there not people explaining the auction inside? There should have been a help desk.

Event Planner: Lucille was wonderful leading up to the event – great communication, solicited lots of donations, took care of sponsors, donated personally, but she did not manage the program very well. Next year, we should bring in our own stage manager.

Other: FotoSpark was wonderful. There should have been donation cards at each table for straight donations. Board discussed pros and cons of a new format with no formal seating.

Hariton asked for a vote to approve the PAL Awards Report. Folb motioned to approve and Tilton seconded, all approved.

Meeting was adjourned 7:45pm.

Minutes respectfully submitted by Valerie Lord, Executive Director

Hollywood Police Activities League

Profit & Loss Detail

October 2015

Type	Date	Num	Name	Memo	Amount
Ordinary Income/Expense					
Income					
4 - Contributions					
4020 - Corporate contribution					
Deposit	10/30/2015	5527...	Live Nation	soccer team sponsorship	1,000.00
Total 4020 - Corporate contribution					1,000.00
4600 - Pals of PAL Income					
Deposit	10/16/2015		Garcia, Jennifer	monthly donation	20.00
Deposit	10/16/2015		Garcia, Jennifer	monthly donation	20.00
Deposit	10/16/2015		Garcia, Jennifer	monthly donation	20.00
Deposit	10/16/2015		Garcia, Jennifer	monthly donation	20.00
Deposit	10/16/2015		Carpio, Carlee	donation	50.00
Deposit	10/28/2015		O'Adams, John	monthly donation	10.00
Total 4600 - Pals of PAL Income					140.00
Total 4 - Contributions					1,140.00
4550 - PAL Awards Fundraiser					
4555 - PAL Awards Tix/Table Income					
Deposit	10/08/2015		Veritas Assurance Group	Portion of Table	1,000.00
Deposit	10/08/2015		Gallagher, Duke	2 Tickets	500.00
Check	10/13/2015		Wells Fargo	CIM - cancelled check	-166.00
Deposit	10/16/2015		Harridge Development Group	Table paid by Kyndra Casper	3,000.00
Deposit	10/23/2015	1096	Global Production Backings LLC	Table	5,500.00
Deposit	10/30/2015	2569	Lee, Thor	Table	3,000.00
Deposit	10/30/2015	038545	Paramount Contractors Inc	Table	5,000.00
Total 4555 - PAL Awards Tix/Table Income					17,834.00
4570 - Silent Auction Income					
Deposit	10/09/2015		Fritch, Matt	auction	109.00
Deposit	10/30/2015	317	Condon	Disney tickets	460.00
Total 4570 - Silent Auction Income					569.00
4580 - Live Auction Income					
Deposit	10/30/2015	317	Condon	Live Auction - Trip to Africa	3,500.00
Total 4580 - Live Auction Income					3,500.00
4590 - PAL Awards Fundraiser Donations					
Deposit	10/23/2015	3016	CIM Group, The	Donation	166.00
Deposit	10/23/2015	3261	Fulcor Investment Company	Dpmatopm	50.00
Total 4590 - PAL Awards Fundraiser Donations					216.00
Total 4550 - PAL Awards Fundraiser					22,119.00

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Accrual Basis

Hollywood Police Activities League

Profit & Loss Detail

October 2015

Type	Date	Num	Name	Memo	Amount
4800 · Other Event					
Deposit	10/26/2015		Square Inc.	K&L Tasting Event - AUCTION	1,615.00
Deposit	10/28/2015		Densham, Pen	K&L Event - Auction	150.00
Deposit	10/28/2015		Nash, Candi	K&L Event - Auction	150.00
Deposit	10/28/2015		Barrett, Christi	K&L Event Auction	115.00
Deposit	10/28/2015		Xques, Gladys	K&L Event Auction	90.00
Deposit	10/28/2015		Gonzales, Donald	K&L Auction	150.00
Total 4800 · Other Event					2,270.00
4900 · Program Income					
4910 · Martial Arts Dues					
4992 · Martial Arts Uniform Income					
Deposit	10/23/2015		Cash	Deposit	60.00
Deposit	10/30/2015		Cash	uniform	30.00
Total 4992 · Martial Arts Uniform Income					90.00
4993 · Martial Arts Equipment Income					
Deposit	10/23/2015		Cash	Deposit	110.00
Total 4993 · Martial Arts Equipment Income					110.00
4910 · Martial Arts Dues - Other					
Deposit	10/23/2015		Money Gram	Jovia Cells	20.00
Deposit	10/23/2015		Cash	dues	310.00
Deposit	10/23/2015		Cash	MA registration	45.00
Deposit	10/30/2015		Cash	dues	360.00
Total 4910 · Martial Arts Dues - Other					735.00
Total 4910 · Martial Arts Dues					935.00
4940 · Soccer Dues					
Deposit	10/23/2015		Cash	Deposit	20.00
Deposit	10/28/2015		Square Inc.	soccer	60.00
Deposit	10/30/2015		Cash	dues	555.00
Total 4940 · Soccer Dues					635.00
Total 4900 · Program Income					1,570.00
5 · Earned revenues					
5310 · Interest-savings/short-term inv					
Deposit	10/28/2015		Interest	Deposit	0.18
Deposit	10/28/2015		Interest	Deposit	0.24
Total 5310 · Interest-savings/short-term inv					0.42
Total 5 · Earned revenues					0.42
Total Income					27,099.42

Hollywood Police Activities League

Profit & Loss Detail

October 2015

Type	Date	Num	Name	Memo	Amount
Expense					
7200 · Salaries & related expenses					
7210 · Exec Director Salary - Admin					
Check	10/06/2015	10300	Valerie Lord	50%	1,198.00
Check	10/23/2015	10304	Valerie Lord	50%	1,198.00
Total 7210 · Exec Director Salary - Admin					2,396.00
7215 · Administrative Assistant					
Check	10/06/2015	10301	Bernice Ortiz	Payroll 9/23/2015-10/06/2015	291.27
Check	10/23/2015	10305	Bernice Ortiz	Payroll 10/7/2015-10/20/2015	84.17
Total 7215 · Administrative Assistant					375.44
7250 · Payroll Taxes - Admin					
Check	10/08/2015		Wells Fargo PAYROLL	42% Admin	626.22
Check	10/23/2015		Wells Fargo PAYROLL	42% Admin	581.14
Total 7250 · Payroll Taxes - Admin					1,207.36
7260 · Payroll Expense					
Check	10/08/2015		Wells Fargo	Payroll Expense	57.25
Check	10/23/2015		Wells Fargo Fees	payroll fee	57.25
Total 7260 · Payroll Expense					114.50
7280 · Health insurance					
Check	10/13/2015	5234	Valerie Lord	health insurance for October 20...	400.00
Total 7280 · Health insurance					400.00
Total 7200 · Salaries & related expenses					4,493.30
8100 · Operating Expenses - Nonpersona					
8165 · Computer Expense					
Check	10/01/2015	85	Calibrated Solutions	monthly fee	50.00
Total 8165 · Computer Expense					50.00
8300 · Travel & meetings expenses					
Deposit	10/30/2015		Cash	parking exp	7.00
Total 8300 · Travel & meetings expenses					7.00
8591 · Bank charges & credit card disc					
Check	10/08/2015		Quickbooks Online	Monthly Quickbooks Fee	14.95
Deposit	10/09/2015		Square Inc.	fee	3.00
Check	10/13/2015		Intuit	re-order checks	179.83
Check	10/13/2015		Wells Fargo Interchange Chang...	Credit Card Fees	47.30
Check	10/13/2015		Wells Fargo Fees	Credit card fees	22.20
Check	10/13/2015		Wells Fargo Service Charges	Credit Card Fee	0.45
Check	10/13/2015		Wells Fargo	Fee for bounced check	12.00
Deposit	10/16/2015		Paypal	paypal fee	70.66

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Hollywood Police Activities League Profit & Loss Detail October 2015

Type	Date	Num	Name	Memo	Amount
Deposit	10/26/2015		Square Inc.	square fee	44.43
Deposit	10/28/2015		Square Inc.	fee	1.65
Total 8591 · Bank charges & credit card disc					396.47
Total 8100 · Operating Expenses - Nonpersona					453.47
8800 · Program Expenses					
8810 · Martial Arts					
8813 · Martial Arts Equipment	10/13/2015	5235	Golden Tiger	475366	65.62
Check					65.62
Total 8813 · Martial Arts Equipment					
8816 · Martial Arts Instructors					
Check	10/06/2015	10298	Siaka Harding	Payroll 9/23/2015-10/06/2015	876.79
Check	10/23/2015	10302	Siaka Harding	Payroll 10/7/2015-10/20/2015	804.74
Total 8816 · Martial Arts Instructors					1,681.53
Total 8810 · Martial Arts					1,747.15
8820 · Soccer					
8821 · Soccer uniforms	10/13/2015	5240	Fermin Alcantara	Soccer Uniforms	4,440.00
Check					4,440.00
Total 8821 · Soccer uniforms					
8823 · Referee Fees					
Check	10/13/2015	5184	Monzon, Jose Luis	For Soccer Referees	700.00
Check	10/17/2015	5184	Monzon, Jose Luis	referee fees week 3	350.00
Check	10/24/2015	5185	Monzon, Jose Luis	For Soccer Referees - Week 4	350.00
Check	10/31/2015	5187	Monzon, Jose Luis	For Soccer Referees - Week 5	350.00
Total 8823 · Referee Fees					1,750.00
8825 · Soccer Coach Stipends					
Check	10/02/2015		Up 2 Us Sports	Yadira & Ricardo - Soccer Coa...	3,080.00
Check	10/27/2015	5188	Jose Ventura	October 2015 Coach Stipend	150.00
Check	10/27/2015	5189	Jose Luis Ortiz-Macua	october 2015 coach stipend	150.00
Check	10/27/2015	5190	Victor Navarette	October 2015 Coach Stipend	150.00
Check	10/27/2015	5191	Cruz, Jacinto	October 2015 coach stipend	150.00
Total 8825 · Soccer Coach Stipends					3,680.00
8826 · Field Fees/Lighting Fees					
Check	10/13/2015	5239	Cash	LAUSD - Bernstein High Socce...	3,479.00
Check	10/13/2015	5238	Cash	LAUSD - Bernstein High Socce...	335.00
Check	10/13/2015	5237	Cash	Hollywood High School - Nov &...	1,788.00
Total 8826 · Field Fees/Lighting Fees					5,602.00

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Hollywood Police Activities League

Profit & Loss Detail

October 2015

Type	Date	Num	Name	Memo	Amount
8828 - Soccer Program Coordinator					
Check	10/06/2015	10299	Erick Lazo	Payroll 9/23/2015-10/06/2015	391.48
Check	10/23/2015	10303	Erick Lazo	Payroll 10/7/2015-10/20/2015	423.41
Total 8828 - Soccer Program Coordinator					814.89
Total 8820 - Soccer					
8890 - Misc Program Expenses					
8899 - Payroll Taxes - Programs					
Check	10/08/2015		Wells Fargo PAYROLL	33% Program	492.82
Check	10/23/2015		Wells Fargo PAYROLL	33% Program	456.59
Total 8899 - Payroll Taxes - Programs					949.41
8899b - Exec Director Salary - Programs					
Check	10/06/2015	10300	Valerie Lord	25%	599.00
Check	10/23/2015	10304	Valerie Lord	25%	599.00
Total 8899b - Exec Director Salary - Programs					1,198.00
8899d - Office Supplies - Programs					
Deposit	10/30/2015		Cash	folders	28.00
Total 8899d - Office Supplies - Programs					28.00
Total 8890 - Misc Program Expenses					2,175.41
Total 8800 - Program Expenses					
8900 - Fundraising Expense					
8901 - PAL Awards Expense					
Check	10/13/2015	5242	Avalon Hollywood	PAL Awards Gala	15,206.20
Check	10/13/2015	5241	AmGraph	PAL Awards Invitation Postage	261.12
Check	10/13/2015	5234	Valerie Lord	Liquor and champagne for PAL...	379.04
Check	10/13/2015	5236	K&L Wine Merchants	Wine for PAL Awards Gala - 9/...	819.68
Total 8901 - PAL Awards Expense					16,666.04
8905 - Fundraising expense - other					
Check	10/13/2015		Cash	K&L Application - to be returned	100.00
Check	10/13/2015		Cash	K&L Applicatin - \$25 reimburse...	35.00
Deposit	10/30/2015		Cash	reimburse from K&L	-25.00
Deposit	10/30/2015	6261...	Cash	unused Money Order from K&L...	-100.00
Total 8905 - Fundraising expense - other					10.00
8906 - Payroll Taxes - fundraising					
Check	10/08/2015		Wells Fargo PAYROLL	25% Fundraising	372.88
Check	10/23/2015		Wells Fargo PAYROLL	25% Fundraising	345.90
Total 8906 - Payroll Taxes - fundraising					718.78

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Hollywood Police Activities League
Profit & Loss Detail
October 2015

Type	Date	Num	Name	Memo	Amount
8907 - Exec Director - Fundraising					
Check	10/06/2015	10300	Valerie Lord	25%	599.59
Check	10/23/2015	10304	Valerie Lord	25%	599.59
Total 8907 - Exec Director - Fundraising					1,199.18
Total 8900 - Fundraising Expense					18,594.00
Total Expense					43,750.22
Net Ordinary Income					-16,650.80
Net Income					-16,650.80

